

Routed To:  
☒ City Council  
☐ City Clerk  
☐ City Manager  
 City of Rockville  
 Boards and Commissions  
 Application of Expression of Interest

☐ City Attorney  
☐ Council Support Specialist  
☒ Other Sarah Medaris

Date: May 15, 09 Human Rights Commission Jim Wasilak  
Paul Tetlow  
Janet Kelly

Board/Commission Interested In: \_\_\_\_\_

Name: Joshua Richards

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_

Rockville Zip 20850

Home Phone: ( \_\_\_\_\_ ) Work Phone ( \_\_\_\_\_ )

E-Mail: joshrichards1@gmail.com Fax: \_\_\_\_\_

Note: Work phone numbers are for staff use only.

Summary of Work Experience: Pentagon, Hill, university  
& industry. please see resume.

Experience: international policy, science & technology policy,  
marketing, communication, management

Education/Training: information management - UMBC  
MBA - NCTU & Stanford U  
Executive training - Stanford

Volunteer Activities: Sunday school teacher - McLean  
Bible Church. Pro Bono Consulting through  
Compass DC

Professional Affiliations/Memberships: Beta Gamma Sigma - Washington  
PRSA - Washington  
CLSA (Congressional Legislative Staff Association)

Please describe your interest in serving on this Board/Commission I am interested  
in responsible community stewardship and giving  
back to my community.

Please indicate here ☒ yes or ☐ no whether or not the City may give elected officials who serve Rockville (other than the Mayor and Council) your name and address. This information would not be used for any fund-raising, "issues" mailings or campaign mailings. No phone numbers will be given.

Please Return Form and Resume, if available, to: Mayor and Council  
 c/o City Clerk's Office  
 111 Maryland Avenue  
 Rockville, MD 20850  
 240-314-8280

CITY CLERK'S OFFICE

RECEIVED

2009 APR 18 AM 11:23

# JOSHUA RICHARDS

joshrichards1@gmail.com

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## PROFESSIONAL EXPERIENCE

### DIRECTOR OF INTERNATIONAL MARKETING AND DEVELOPMENT

National Chiao Tung University (NCTU), College of Management

Sep 07 – Jul 08

Hsinchu, Taiwan

- Developed and directed an international marketing campaign for NCTU's Global MBA program, and regularly advised the Dean on campaign strategies for attracting foreign students.
- Increased foreign student attendance from 6% to 48% in the Global MBA program.
- Communicated with U.S. Universities to facilitate partnerships, and coordinated efforts between NCTU and the University of California at Berkeley to build a joint research center in Taiwan.
- Represented the University in senior-level meetings with executives of leading Asian businesses in an effort to develop stronger relationships between the University and the international business community.
- Developed strategic communications pieces including talking points, public response positions and speeches for the President of the NCTU Alumni Association.
- Designed and created advertising campaigns, graphic design materials, promotional posters and brochures for NCTU's business school and managed a staff of four.

### SPECIAL ASSISTANT TO THE CHIEF OF STAFF

Committee on Science, U.S. House of Representatives

Jun 06 – Jun 07

Washington, DC

- Served as direct liaison between the Science Committee Chief of Staff and the Committee Chairman, Committee staff, The White House, Federal Agencies, House Leadership and Members of Congress.
- Organized and monitored administrative and legislative actions within the Committee's Executive Office and provided additional legislative research support to senior staff.
- Coordinated internal communications within the Committee on matters relating to administrative policy objectives, strategies and operating plans.
- Supervised two Committee staff members; organized and supervised a Committee internship program.
- Directed the Committee renovation and development project to comply with the Occupational Safety and Health Administration (OSHA) standards and regulations.
- Met with government leaders and prominent business executives in China as a member of a Congressional Delegation, for the purpose of advising Committee staff on issues affecting foreign relations with China.

### INTERNATIONAL PROGRAMS AND POLICY COORDINATOR

International Policy Office, Army Strategy, Pentagon

Oct 04 – Jun 06

Washington, DC

- Developed policy directives for the Army International Activities Plan, used by the Chief of Staff of the Army to guide U.S. Army personnel and stakeholders in the conduct of worldwide operations.
- Contributed to the introduction of the Lean/Six Sigma business process improvement program within the Army, and produced budget forecasts for the International Plans and Policy division of the Office of International Policy.
- Managed development of the Army International Activities Knowledge Sharing System (AIKSS), a collaborative knowledge management system now in use by military and civilian government agencies for evaluating goals and objectives of international programs.
- Tracked and managed testing of AIKSS's functionality and usability, developed AIKSS training materials, and managed and conducted training sessions for senior-level officials.
- Coordinated preparation for the U.S. Army's International Activities Planning (AIAP) Conference, established conference budget, obtained procurement authorizations, managed all contracts, planned AIAP Conference agenda, identified speakers, secured presentation commitments, established attendee rosters, tracked conference registrations, developed briefing materials and provided ongoing program support for all attendees.

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**PROFESSIONAL EXPERIENCE (CONT.)****DEPUTY COORDINATOR OF INTERNATIONAL EVENTS**

Foreign Liaison, Army Intelligence, Pentagon

Jul 04 – Oct 04  
Washington, DC

- . Coordinated participation of senior Army leaders in official activities with foreign embassies and consulates, and served as Foreign Liaison delegate at official activities.
- . Directed and managed efforts by various offices to compile research on key political issues and prominent figures attending embassy events.
- . Assembled research results, prepared briefing books and conducted briefings for senior Army leaders attending embassy functions.
- . Produced budget forecasts for the U.S. Army's Directorate of Foreign Liaison.
- . Provided operational, logistical, administrative and technical support for planning and staging Army conferences, including the semi-annual international military reception (a black tie event hosted by the Chief of Staff of the Army).
- . Provided broad-based support to plan and stage monthly receptions for international military officers, hosted by various General Officers.

**CONSULTING**

- . Content advisor, Washingtonienne pilot, HBO.
- . Business Development consultant, 8112 Studios.
- . Marketing and Business Development consultant, Camillus clothing.
- . Marketing consultant, National Chiao Tung University.

**INTERNSHIPS**

- . Public Relations and Marketing Representative, MGH Advertising (2003 & 2004).
- . Congressional Intern, U.S. House of Representatives (2002 & 2003).
- . Science Apprentice in physics, Naval Surface Warfare Center, George Washington University (1999).
- . U.S. Navy Technology Team Member, International Submarine Race, David Taylor Model Basin (1999).
- . Research Intern, National Human Genome Research Institute, National Institutes of Health (1998).

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**EDUCATION****NATIONAL CHIAO TUNG UNIVERSITY**

- . International Master of Business Administration (MBA).
- . Ranked first in class, inducted into Beta Gamma Sigma.

May 2009  
Hsinchu, Taiwan**STANFORD UNIVERSITY**

- . Executive Certificate, Strategic Project Management.

May 2009  
Palo Alto, CA**UNIVERSITY OF MARYLAND, BALTIMORE COUNTY (UMBC)**

- . Bachelor of Science, Information Management (Minor: Economics).
- . Certificate, Master of Business Administration (MBA) Preparatory Studies Program.

May 2004  
Baltimore, MD

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**PROFESSIONAL AFFILIATIONS & CLEARANCES**

- . Top Secret security clearance, Department of Defense (inactive).
- . Member, Beta Gamma Sigma International Honor Society (Washington, DC).
- . Member, Public Relations Society of America (Washington, DC).
- . NCTU Student Ambassador, International Relations (Hsinchu, Taiwan).
- . Member of Congressional Legislative Staff Association (Washington, DC).
- . PADI & NOAA Certified member of Congressional Dive Club (Washington, DC).
- . Elected Senator for Student Government Association at UMBC (Baltimore, MD).